

Business



REGULATIONS

GOVERNING THE

Course of Studies and Examinations

FOR

Commercial Diplomas

1. The annual departmental examinations will be held between June 10th and July 10th, upon such days and at such places as may be determined by the Minister of Education.

2. Every candidate who desires to write upon the Commercial Diploma Examination of the First or Second Year, or upon either of the special One Year Examinations for Shorthand or Book-keeping Diplomas shall, not later than April 15th, make application to the Department. Special forms may be obtained for this purpose.

3. The Principal of every school having candidates for examination shall, before June 15th, forward to the Department a confidential report on each candidate under the following heads: Length of time preparing for examination, regularity of attendance, attitude towards work, general grasp of each subject, physical fitness for the examination and chances for passing. Where possible, percentages based upon the candidate's work during the year should be given.

4. To be eligible for admission to the regular course, an applicant shall have passed the Public School Leaving Examination or shall submit to the Department evidence of having satisfactorily covered an equivalent course. To be eligible for admission to either of the special short courses, an applicant must (a) be of the full age of 16 years and a holder of a Public School Leaving Certificate or its equivalent or (b) must have spent at least one year in high school, or (c) must be of the full age of 18 years, in which case he shall be admitted regardless of academic standing. Special cases for admission shall be dealt with by the Department.

5. In order to pass, a candidate is required to obtain 40 per cent. on each paper and 60 per cent. of the total marks assigned.

6. Every person who completes the full course and passes the examination of the Second Year shall receive a diploma certifying thereto, while every person who successfully passes either of the special examinations shall receive a Shorthand or Bookkeeping Diploma. Every person who passes any one of these examinations and obtains 75 per cent. of the total marks assigned shall receive a diploma "**with honors.**"

7. Any candidate who fails to pass the regular examination of the Second Year or either of the special examinations, but who obtains 60 per cent. of the total marks assigned, may be granted a diploma upon obtaining at a subsequent examination a pass mark on the paper or papers upon which he failed.

8. On **all** commercial examinations (exclusive of Spelling and Business English), a penalty of five marks may be deducted for **each** of the following causes: (a) Misspelled words; (b) instances of incorrect English; (c) careless penmanship and indifferent arrangement of work. On the Spelling and Business English papers, the penalty for such causes shall be unlimited.

9. The following are the prescribed fees for examination:

Regular First Year Examination.....	\$1.00
Regular Second Year Examination.....	5.00
Special Shorthand or Bookkeeping Examinations.....	5.00

The examination fees must accompany applications.

10. Should a diploma be lost or destroyed, a duplicate may be obtained upon payment of a fee of \$2.00.

COURSE OF STUDIES AND SUBJECTS OF EXAMINATION FOR THE FIRST YEAR.

English Literature: Course prescribed for Grade IX.

Business English and Composition: The aim of this course is not so much the study of formal Grammar, but rather the study of English from a business standpoint:—word study; the use of synonyms and homonyms of a simple character; sentence and paragraph structure; punctuation; approved forms of simple business letters; commercial abbreviations and contractions. A great deal of time should be spent in the correction of errors in specially prepared sentences, and also in the student's own work. Simple essays on business and political topics should be taken up, and should be supplemented by readings from business magazines.

An excellent text for this line of work is *Applied Business English* (Gregg Publishing Company); also *Word Study*, by Sherwin Cody (Chicago School of English).

Canadian History and Civics: Course prescribed for Grade X.

Spelling: In First Year spelling, students should be required to write the meanings of every dictated word as well as being able to spell such words. The aim should be to broaden the student's vocabulary by introducing the more common words found in business life. Frequent dictation from current editorials, business statements, etc., should be given to the class.

Any good business speller (e.g. *Words*, by The Gregg Company) will afford plenty of material for this course.

Penmanship: The first year's work in penmanship should consist largely in developing the muscular movement style. A rapid, light touch is essential to good business writing, and for this reason, nothing coarser than a medium nib (e.g., Sprott's No. 2) should be permitted in any of the commercial classes. Special attention should also be paid to a neat style of figures.

The courses in penmanship by Sprott, Mills and Palmer are all excellent, as are also the monthly lessons given in *The American Penman* and *The Business Educator* magazines.

Arithmetic: The work in Arithmetic should be largely confined to the commercial type of problem, e.g., Percentage, Profit and Loss, Simple Interest, Bank and Trade Discount, Commission, Stocks, Taxes and Insurance. Mensuration should be confined to the Circle and Rectangular figures. First Year students should also be able to work problems involving the simpler units of the Metric system.

Accuracy must be strongly emphasized in commercial arithmetic, as solutions that are not absolutely correct are practically worthless from the business man's standpoint. Students should be trained to put down well arranged and logical explanations of their work.

The simpler problems found in the texts recommended for the second year's work will afford ample material for class work, but teachers should supplement these as much as possible with actual problems that occur in business houses in the centres where this course is offered.

Rapid Calculation: Rapidity and accuracy in the four fundamental operations—addition, subtraction, multiplication and division—are absolutely essential. Only such short cuts as are of real practical value should be taken up with First Year students.

A good book for class work is *Figure Reading*, published by The Commercial Text Book Company, Toronto.

Bookkeeping—Theory and Practice: The aim of the first year's work in bookkeeping should be to familiarize the student with the use of the Journal, Cash Book, Purchase and Sales Books as books of original entry. Students should be able to work simple sets involving the use of these books, close the Ledger and prepare simple statements. They should also be able to give satisfactory explanations for every step taken.

This work is thoroughly covered in any of the texts edited by Eldon, McIntosh, Moore and Miner, Rowe, or Ward.

Office Practice and Business Forms: The work should be made as practical as possible and should supplement the work in Bookkeeping and Business English. All the forms met with in the first year's bookkeeping should be thoroughly studied, e.g., Checks, Promissory Notes, Acceptances, Receipts, Bank Drafts, Deposit Slips, Bank Pass Books, Invoices, Bills, Counter Check Slips, Statements of Account, Credit Notes, etc. Students should also be taught simple methods of filing these forms, as well as the correspondence written during the Business English periods.

Stenography: The theory of the authorized text should be covered during the first year. Students should also have a thorough knowledge of the word signs, contracted forms and common phrases.

Text: Isaac Pitman's Course in Shorthand, Centenary Edition.

Typewriting: The first year's work in typewriting should consist of a thorough drill on the letters of the keyboard as found on the three lower banks of keys. Only such characters in the fourth row will be required as are found in copying straight matter, i.e., the quotation mark, the apostrophe and the hyphen. First Year students should be able to write material of the same relative difficulty as that used in the International contests, and marked under the same rules, at a rate of not less than 15 net words per minute. All First Year work should be double spaced, and without the use of carbons.

Any good typewriting text contains plenty of material for practice purposes, although the following are probably the best: Smith's, Rational, Expert Typewriting, Van Zant's and Practical.

The Departmental Examination for First Year Students will consist of one paper: **Canadian History and Civics.**

COURSE OF STUDIES AND SUBJECTS OF EXAMINATION FOR THE SECOND YEAR.

English Literature: Course prescribed for Grade X.

Business English and Commercial Correspondence: The aim of this course is to enable the student to acquire a fluent method of expression. Word, sentence and paragraph study are extremely

important. Considerable time should be devoted to the correction of errors occurring both in class exercises and specially prepared work. The following types of business letters should be thoroughly studied: Application; accompanying remittances; requesting special favors; collection; conciliatory replies, etc. The student should also be instructed with respect to necessary postal information, e.g., Classes of mail matter; rates—domestic and foreign; postal money orders; registered letters; special delivery; rural free delivery system, etc. Special attention should also be paid to the writing of essays on economic and political subjects. This work should be supplemented by the reading, both in class periods and at home, of articles from business magazines.

The examination in this subject will consist of several questions involving a knowledge of good business English; the correction of errors; the writing of one or more business letters, and a short essay to be selected from an optional list of commercial topics.

Recommended texts: Business Letter Writing (Commercial Text Book Company); Commercial Correspondence (American Text Book Company); Canadian Business Correspondence (The Macmillan Company).

Office Practice: The work in this course should be made just as practical as possible. Students should be taught to file all business forms and correspondence, both the vertical and flat files being used. The following branches should also be covered: Letter press copying, manifolded, the use of standard duplicating devices, loose leaf billing, form and follow-up letters, pay rolls, card index systems, telegrams, use of telephone, methods of shipping, etc.

Probably the best text for this work is Office Practice for Stenographers, by the Gregg Company.

Geography: Political and economic study of the chief countries of the world, with special emphasis on the British Empire, particularly Canada; climate, production, development of natural resources, irrigation, manufactures, transportation (involving the chief trade routes of the world), markets of the world; simple economic principles underlying capital, labor and finance.

Probably the best text for this subject is Commercial Geography (Gannett), by the American Book Company.

Spelling: First Year course reviewed and extended. The more difficult common business words should now be taken up, and the student drilled in the proper use of such words. A great deal of attention should be paid to synonyms and homonyms. The dictation of straight matter, editorials, political speeches, business statements, etc., affords a very valuable training to the student. The examination will consist of three sections: First, 50 dictated business words; second, a collection of phrases involving conflicting words (e.g., principal and principle); third, a short piece of straight matter. A penalty of three marks will be deducted for every misspelled word.

The examination will not be set from any particular text, but the following are recommended as affording excellent material for class dictation: The Cumulative Speller; Words; The Canadian Business Speller.

Arithmetic: The course in Arithmetic is similar to that of the First Year, but the problems should be somewhat more difficult. The following divisions of the subject should receive careful attention: Interest (Simple and Compound); Profit and Loss; Trade and Bank Discount; Insurance; Taxes; Commission; Account Sales and Purchases; Domestic and Foreign Exchange; Stocks and Investments; Partial Payments; Equation of Payments; Partnership Settlements, etc. Mensuration will be confined to the study of circles, rectangular surfaces and solids. Second Year students should also be able to work any problem involving the simpler units of the Metric System.

The following texts are recommended: High School Arithmetic; New Method Arithmetic; Van Tuyl's Complete Business Arithmetic.

Rapid Calculation: The first year's work should be continued and extended, absolute accuracy being insisted upon at all times. Only those short methods that a student can use in the average business office should be taken up. Too much attention to the four fundamental operations is impossible.

The first year text affords plenty of material for senior practice as well.

Penmanship: Having been taught the proper movement and styles of letters during the first year, the students should now be drilled in the acquirement of speed, consistent with legibility. Smoothness of movement, proper spacing, etc., must receive careful attention. A great deal of time should be spent on the formation of good figures.

Plenty of material for practice is afforded in the texts recommended for First Year study.

Theory of Bookkeeping and Accounting: Students will be expected to be able to give detailed and satisfactory explanations of the theories underlying modern Bookkeeping and Accounting, and of the terms and forms used in business offices. The following topics are suggestive of what will be expected: Opening Entries; Journalizing; Use of Journal; Cash Purchase, Sales and Bill Books as books of original entry; Special forms of these books (e.g., Synoptic Journal); Petty Cash Book; Trial Balance—its merits and deficiencies; Closing Entries; Allowances for various kinds of Reserves, such as Depreciation, Bad Debts, etc.; Simple Trading Accounts and Loss and Gain Statements; Balance Sheets and their arrangements; Changing from Single to Double Entry; Partnership Settlements; Good Will, etc.

The books mentioned for First Year work afford plenty of material for class work.

Practical Bookkeeping and Accountancy: The practical aspect of the above material will be involved in this section of the course. The examination may involve an actual set, a number of isolated problems, or both.

Stenography Practice: Candidates will be expected to take dictation at speeds of 80, 90 and 100 words per minute, depending upon the difficulty of the material. Each selection will be as free from technical matter as possible. Candidates will be expected to transcribe their notes on the typewriter at a speed of about 15 words per minute. In marking the transcripts, allowance will be made for the manner in which the transcripts are arranged. The candidates' notes must be handed in with the transcripts, and some allowance may be made therefor.

Any good dictation text will afford plenty of material for class work.

Typewriting: Students should be instructed in the mechanism of the principal parts of the machine, and the proper care of same; the removal of worn-out ribbons; the use of the stencil cutting device; the tabulator or column selector, the preparation of legal forms; filling-in of invoices, statements, and printed forms of various kinds; different spacings and proper use of margins; carbon work; addressing of envelopes, etc.

This course is intended to give the student a thorough knowledge of the machine, the proper method of fingering, various kinds of work to be done on the typewriter, and fit him generally for the practical work of modern business. A fairly high rate of speed, consistent with reasonable accuracy, should be aimed at and nothing short of what would be accepted by a careful business man should be accepted in the classroom.

The paper in typewriting will consist of three sections: - First, a speed selection of the same relative difficulty as the material used in the International contests and which will be marked in a similar manner. On this section of the paper, a net rate of 30 words per minute must be obtained to entitle the candidate to a pass mark. The second section will consist of an exercise in tabulating, involving the use of figures. The third section will consist of questions pertaining to the work as outlined above, all answers being written on the machine.

Commercial Law and Business Forms: The work of this course will cover the entire contents of the prescribed text. In addition to a knowledge of Commercial Law, candidates will be expected to be able to draft such common business forms as Power of Attorney, Notice of Protect, Simple Form of Contract, Lien Note, Instalment Note, etc.

Authorized text: Commercial Law (Anger), Commercial Text Book Company. (Teachers should provide themselves with the special western edition of the above text.)



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SPECIAL COURSES OF STUDY FOR BOOKKEEPING OR SHORTHAND DIPLOMA

A special course of study has been arranged by the Department for those who wish to specialize on commercial work, having either bookkeeping or shorthand as a major subject. These courses will cover one year's instruction, and have been so arranged that the examinations are identical with those of the regular two-year course in so far as the subjects are common to both courses. Instead of carrying all subjects throughout a period of two years a student may take the shorthand subjects one year, and the bookkeeping subjects the next, or vice versa. Successful candidates on either of the special courses will be granted diplomas covering the division upon which they write.

The Shorthand Course consists of: Shorthand Practice; Typewriting; Office Practice; Spelling; Penmanship; Business English and Commercial Correspondence; Rapid Calculation. (Either Pitman or Gregg system may be used in the short course.).

The Bookkeeping Course consists of: Theory of Bookkeeping and Accountancy; Practical Bookkeeping and Accountancy; Office Practice; Spelling, Penmanship; Business English and Commercial Correspondence; Arithmetic and Rapid Calculation; Commercial Geography; Commercial Law and Business Forms.

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The Bookkeeping Course consists of: Theory of Bookkeeping and Accountancy; Practical Bookkeeping and Accountancy; Office Practice; Spelling, Penmanship; Business English and Commercial Correspondence; Arithmetic and Rapid Calculation; Commercial Geography; Commercial Law and Business Forms.

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